ILLINOIS ARTS COUNCIL
FINAL REPORT - Program Grants and Partners-in-Excellence
Instructions, definitions, and tips for completing

The FY09 Final Reports for Program Grants and Partners-in-Excellence Programs will be filed electronically using the eGRANT system. To learn how to access and use the eGRANT system, refer to the **eGRANT Step by Step Instructions** document.

The Final Report will report on the activities outlined in your original application and that took place during the grant period as specified on the grant agreement.

You will be required to provide financial, statistical and narrative information on the activities that took place during the grant period. In addition you will be required to submit examples of published materials verifying your organization's activities and your compliance with the IAC funding acknowledgement requirement ("*This program partially supported by a grant from the Illinois Arts Council, a state agency*").

DEADLINE:
FY09 Final Reports for Program Grants and Partners-in-Excellence must be submitted electronically through the eGRANT system **no later than 11:59 pm on Thursday October 15, 2009**. **In addition, a hard copy of the Signature and Certification Page must be printed out, and submitted to the IAC. The signed Signature and Certification Page along with any attachments must be postmarked by Friday, October 16, 2009 to avoid penalization.** Final Reports will be considered incomplete until this page is received.

eGRANT INFORMATION:
The final report is divided into four sections:
- Organization Information – in this section you will provide basic details regarding the your organization and contact information
- Project – in this section you will provide details regarding the "project" for which you received support. This includes narrative and statistical information
- Budget – in this section you will provide budget figures for the grant period. A narrative explanation of the budget may also be required.
- Addition Information – This section includes a link to the **signature and certification page** which must be printed out, signed and submitted to the IAC. This section is also where you will upload examples of printed materials verifying program activities and acknowledgement of the IAC.

REQUIRED FIELDS:

In each section, fields marked with an asterisk (*) are required fields. The eGRANT system will not allow you to submit your Final Report without responding to these requirements. Because each final report is unique, not all report fields are "required", but you are required to fill in every field that is applicable for your application or final report.

DOCUMENTATION:

Upload only two or three examples of published materials or news releases verifying your organization's activities and your compliance with the IAC funding acknowledgement requirement ("This program partially supported by a grant from the Illinois Arts Council, a state agency"). ***Acceptable formats for uploaded files are PDF, JPEG, or WORD (**All word documents must be saved as .doc or .rtf files**)**. If you are unable to provide this documentation electronically, you may submit paper copies along with the required Signature and Certification Page.*

SIGNATURE AND CERTIFICATION PAGE:

This form must be printed out, signed and submitted to the IAC. **The signed Signature and Certification Page must be postmarked by Friday, October 16, 2009 to avoid penalization.** Final Reports will be considered incomplete until this page is received. To view and print out a copy of the required Signature and Certification Page, go to the "Additional Information" tab and click the link in the "Signature and Certification" section of that screen.

DEFINITIONS:

- **Individuals Benefiting from Project** (IND) should reflect all people who saw or took part in the project. This DOES NOT refer to how many people benefited financially. This field cannot be zero.

- **Youth Benefiting from Project** (YTH) should reflect the number of youth included in IND who were 18 years old or younger. If zero, enter 0.

- **Artists Involved in Project** (ART) refers to how many living artists had their work represented in a project or how many artists took part in the project or performance. If zero, enter 0.

- **Total Volunteers Participating in Project** (VOL) refers to the number of volunteers who worked on the project. (If zero, enter 0)

BUDGET DEFINITIONS:
The numbers preceding the definitions correspond to the numbers on the accompanying Final Report. Refer to these definitions when completing this report. Note: **Project** is defined as the activity for which grant funds were used. **Project** and **Program** are synonymous. **Applicant** refers to the applicant organization.

INCOME
1. **Admissions/Earned Income:** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project.

2. **Contracted Services Revenue:** Revenue derived from fees earned through sale of services. Include sale of workshops to other community organizations, governmental contracts for specific services, performance or residency fees, tuition, etc. Include foreign governmental support.

3. **Other Revenue from Operations:** Revenue derived from sources other than listed above. Include catalogue sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

4. **Corporate Support:** Cash support derived from grants given for the project by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to the project.

5. **Foundation Support:** Cash support derived from grants given for the project by private foundations, or a proportionate share of such grants allocated to the project.

6. **Individual Contributions/Benefits:** Cash support derived from cash donations given for the project or a proportionate share of general donations allocated to the project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fundraising events.

7. **Federal Grants:** Cash support derived from grants or appropriations given for the project by federal agencies of the government or a proportionate share of such grants or appropriations allocated to the project.

8. **State Grants:** Cash support derived from grants or appropriations given for the project (other than this grant) by agencies of the state or multi-state consortiums of state agencies, government, or a proportionate share of such grants or appropriations allocated to the project. Include IAC grants awarded other than this grant.

9. **Municipal Grants:** Cash support derived from grants or appropriations given for the project by city, county, in-state regional, and other local government agencies or a proportionate share of such grants or appropriations allocated to the project.

10. **Applicant Cash Forward:** General funds the applicant dedicated to the project – including cash on hand, general institutional support, and other resources not included in other income categories. Colleges and universities should include college/university contributions here. ***This line is often used to "balance the budget" when expenses exceed all other revenues listed.***

11. **Income from Endowment:** Cash support withdrawn from endowment funds that is used for fiscal year operations. The withdrawal can be either permanent or temporary.

12. **IAC Grant Amount Spent:** Amount spent of the grant specific to this application. If this grant was not completely spent, the difference in unexpended grant funds must be returned.

13. **Total Operating Cash Income:** The sum of numbers 1-12

CASH EXPENSES

14. **Personnel—Administrative:** Payment for employee salaries, wages, and benefits specifically identified with the project, for executive and administrative staff, program directors, business managers, press agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-house and box office personnel.

15. **Personnel—Artistic:** Payments for employee salaries, wages, and benefits specifically identified with the project for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, puppeteers, teachers, instructors, etc.

16. **Personnel—Technical/Production:** Payments for employee salaries, wages, and benefits specifically identified with the project; for technical management staff such as technical directors, wardrobe, lighting and sound crews, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

17. **Contractual Services—Artistic:** Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are contracted for the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., who are not employees or staff of the applicant organization.

18. **Contractual Services—Other:** Payments to firms or persons for non-artistic services or individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations whose services are contracted for the project.

19. **Space Rental:** Payments specifically identified with the project for the rental of office or rehearsal, theater, hall, gallery, and other such spaces.

20. **Travel/Lodging/Transportation:** All costs for travel directly related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses see number 23, Remaining Operating Expenses.

21. **Marketing:** All costs for marketing, publicity, and promotion specifically identified with the project. Do not include payments to individuals or firms which belong under Personnel (numbers 14-16) or Contractual Services (numbers 17-18). Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers and posters, food and drink, and space rental when directly connected to promotion, publicity, or advertising. For fundraising expenses, see number 22, Fundraising Costs.

22. **Fundraising Costs:** Costs directly related to an event, the primary purpose of which was to raise funds; costs of a paid professional fundraiser and direct mail campaign or telethon.

23. **Remaining Operating Expenses:** All expenses not entered in other categories and specifically identified with the project. Includes scripts and scores, lumber and hardware, electricity, telephone, fax, storage, postage, interest charges, photographic supplies, publication purchases, sets and drops, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under number 20, "Travel." Include regranting funds here.

24. **Total Cash Operating Expenses:** The sum of numbers 14-23 under Expenses.

25. **Net Cash Operating Gain/Loss:** Total Cash Operating Income (line 13) minus total Cash Operating Expenses (line 24).

26. **Total In-Kind Contributions:** Contributions of useable goods or services that the organization otherwise would have spent money to obtain. Include volunteer time.

27. **Revenue for Capital or Endowment Funds:** Cash support specifically designated for capital projects, operating reserves, or for addition to endowments.

28. **Capital Expenditures:** Tangible assets of significant value, having a useful life extending beyond one year, and used, or to be used, in the operations of the organization. Expenses for additions to a collection such as works of art, artifacts, plants, animals, or historic documents, the purchase of which is specifically identified with the project. Expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc.

Final report tips and common errors:

NARRATIVE:
Be sure to answer all four questions in report narrative
This report must address all four of the following questions to be considered complete:
1. Describe how this program was actually carried out. Indicate any deviations from the program description in your original IAC application.
2. Explain the impact this grant had on your organization's overall mission and activities.
3. Evaluate this program's affect in the following areas and explain how you are evaluating your work in these areas:
    - Service to the public
    - Outreach initiatives
    - Underserved populations
4. Provide an interesting anecdote or describe your most important achievements associated with this grant.

BUDGET:
CASH INCOME:
The Operating Cash Income (#13 - INC) <u>should</u> equal ***at minimum*** the IAC grant amount plus the required cash match. If this is not the case, you will be required to explain the discrepancy and, may be required to return a portion of your grant proportionate to the discrepancy.

- Organizations whose last completed fiscal year's cash operating expenses for public arts programming was over $50,000 must provide at minimum a '*DOLLAR FOR DOLLAR CASH MATCH*' of the IAC grant amount.

- Organizations whose last completed fiscal year's cash operating expenses for public arts programming was under $50,000 must provide a cash match at minimum of 70% of the IAC grant amount.

GRANT AMOUNT AWARDED (GRA):
Be sure to provide the correct grant amount awarded. Check your original grant agreement, award letter or Final Report due notice for the amount.

GRANT AMOUNT SPENT (#12 - SPE):
If the total grant amount was not spent within the grant period, you will be required to return the unspent portion. You will receive notice of the amount to be returned and/or given the opportunity to make and explain any corrections, if the reported information was incorrect.

TOTAL CASH OPERATING INCOME IS LESS THAN TOTAL CASH OPERATING EXPENSE:
If the Total Cash Operating Expenses (#24 - EXP) are greater than five percent of your 'Total Cash Operating Income (#13 - INC), you **must** provide a detailed explanation of how this deficit occurred and your plans on how you will address this issue. Use the narrative box at the bottom of the budget section for the explanation.

If you have questions regarding the filing of the final report, please contact Pius Zacharias, Accountant Supervisor at 312/814-3300 or pius.zacharias@illinois.gov